

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Payroll Operations Specialist  
Human Resources  
Regular Full-Time Position  
Position Number 909010**

**General Description**

The Payroll Operations Specialist is responsible for processing all payroll (semi-monthly, monthly, and student) time sheets and related documents, ensuring proper payment, maintaining accurate payroll records and reconciling deductions with monthly billings. This position reports to the Payroll Manager.

**Primary Duties and Responsibilities**

- Maintain tickler file of upcoming payroll changes entered in Banner: e.g. Interim appointments and pay, degree or certification salary increases, reallocations or reclassification changes, salary docks, faculty promotions, deductions, direct deposit or tax changes. Verify that information is accurate on pertinent payroll.
- Verify information on all time sheets (semi-monthly, monthly, and student) to ascertain that all information is completely legible, and that each time sheet is signed by the appropriate employees; ensure that each time sheet is approved by the appropriate supervisor or department head.
- Enter data from each document so that payroll records are completely up-to-date and accurate. Compute, verify and enter each phase of every payroll. Follow through with each job submission through the actual checkwrite. Feed each payroll to the finance system.
- Enter employee deductions and benefits; check for accuracy on payroll trial. Verify accuracy of data entry of adjunct and overload payments.
- Data entry of assignment information for newly hired permanent employees and changes for current employees.
- Verify all portions of payroll audit to ensure that all data is the same as that appearing on the time sheet and to ensure that each employee is paid the correct amount; verify the accounting feed audit to determine that each amount is charged to the appropriate FOAP.
- Analyze leave accruals and leave usage to include sick and annual leave as well as compensatory time accrued and taken; keep departments informed of employees' balances after all transactions are processed for each payroll.
- Ensure that the appropriate payroll printouts are distributed to Business Services.
- Check overtime closely to ensure that it is paid at the appropriate rate (straight-time, over-time, time-and-one-half). Consult policies and procedures as needed.
- Process terminal leave and lump sum payments for terminating employees.
- Communicate with each department so that all payroll documents are completed correctly; ensure that each employee appears on the correct departmental time sheet.
- Assist the Payroll Manager as needed in collecting data for reports or corrections to the payroll.
- Assist in the implementation of Web Time Entry procedures.
- Assist employees as needed in completing various forms (W-4, check distribution, direct deposit, I-9, etc.).
- Consult Circular E tax guide or policies and procedures as needed.
- Verify data entry and deduction payments of the Account Clerk 2.
- Set up direct deposit information; transmit direct deposit file to financial institution.
- Verify longevity payments (enter for Semi-Monthly). Calculate and enter longevity overtime.

### **Primary Duties and Responsibilities continued**

- Assist in monitoring information on Self Service Web for Employees.
- Responsible for ensuring payroll documentation is maintained on Eprint and Evisions.
- Coordinate the printing of payroll checks with the Business Office.
- Process the quarterly unemployment report; transmit appropriately.
- Maintain record of employees on FMLA and hours used. Coordinate employee's leave and benefits status (paid versus unpaid) with Benefits Manager.
- Enter Sick Leave Bank awards into payroll system; coordinate with Payroll Manager on balances in the bank.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to efficiently operate a 10-key calculator, personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively use a large automated system with centralized processing of payroll, budget and employment information.
- Ability to efficiently enter data into computer system.
- Ability to interpret policies and procedures.
- Ability to make mathematical computations quickly and accurately.
- Ability to accurately reconcile monthly billings.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Four years of previous payroll/accounting/bookkeeping experience.
- Familiarity with federal and state record-keeping requirements.
- Highly developed computer skills to include knowledge of Microsoft Office.
- A background and credit history check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- College coursework.
- Familiarity with TBR/APSU policies and procedures.
- Prior knowledge of and experience using Sungard STR BannerHR highly preferred.

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